

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 21-110**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**3 NOVEMBER 2003**

**Maintenance**

**ENGINEERING AND TECHNICAL SERVICES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is HQ AFRC/LGQMT (Sandra L. Druhl). This supplement implements and extends the guidance of Air Force Instruction (AFI) 21-110, 1 August 2000. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

### **SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision incorporates the procedures formerly in AFI 21-110/AFRC Sup 1, 5 April 1996, and aligns our supplement with current instructions within AFI 21-110.

1.1. **Purpose.** AFRC commanders using Contractor Engineering and Technical Services personnel (CETSP) are responsible for compliance with the provisions of the basic instruction and this supplement. HQ AFRC/LGQMT, 155 Richard Ray Boulevard, Robins AFB GA 31098-1635, is the office of primary responsibility (OPR) for ensuring suspense dates for all CETS reports are met. The administrative contracting officer (ACO) is located at ASC/PKWRN, 1940 Allbrook Drive Suite 3, Wright Patterson AFB OH 45433-5309. Numbered Air Force (NAF) staff agencies will coordinate with HQ AFRC/LGQMT to ensure adequate planning is made for CETS coverage and CETSP are retained for a minimum utilization period.

1.3. **Limits.** Requests for HQ USAF/ILMM waivers containing complete justification originate at the unit level and state the date the unit will attain or has attained self-sufficiency in the use of the new equipment or system. Send waiver through NAF/LG for endorsement to arrive at HQ AFRC/LGQMT by 1 August for the programmed fiscal year (13 months prior to the beginning of services). Units reporting self-sufficiency for a period of 12 months and still requiring continued CETS coverage must address how

the loss of the CETS personnel would affect the self-sufficiency status. Explore all other means of fulfilling training requirements before submission of the request for waiver.

1.3.1. An electronic copy of the CETS Utilization/Training Plan will be forwarded to HQ AFRC/LGQMT within 30 days of arrival of CETSP, with an informational copy to NAF/LG.

1.4.1. On-site training is fulfilled by field training detachments (FTD), mobile training teams (MTT), and CETS, in that order.

1.6. **Programming, Budgeting, and Funding ETS.** HQ AFRC/LGQMT is responsible for programming and submitting budget through HQ AFRC/FMAPS for the funding of CETS requirements. Requirements are coordinated by LG Resource Advisor, and approved by the AFRC financial working group and financial management board.

1.7. **Annual ETS Plan.** HQ AFRC/LGQMT has responsibility for the Annual ETS Plan.

1.7.4. AFRC Maintenance commanders (MXG/CCs) will submit ETS requirements through NAF/LG to HQ AFRC/LGQMT. CETS requirements will be coordinated with appropriate HQ AFRC/LGM weapon system managers.

2.2.1. **Limits.** Within 5 workdays after arrival, the AFRC MXG commander or designated representative briefs all CETSP on the items contained in AFRC Form 68, **CETSP Briefing Checklist**. CETSP are used for classroom instruction during unit training assemblies and the workweek is adjusted accordingly. The Maintenance Group Commander ensures CETSP do not participate in direct labor or unauthorized activities. CETSP may participate in aerial flights as passengers, and, if required, for airborne maintenance troubleshooting system check flights. They may not participate on Functional Check Flights (FCF).

2.2.2. Within this command, the following security procedures are observed:

2.2.2.1. (Added) If CETSP lack required security clearance on arrival at the duty station, commanders can use such personnel to the fullest extent practicable without compromising security information or restricted areas. Such use may include classroom instruction and other training or advisory duties, which do not compromise security. AFRC may request replacement of CETSP who have not received the required security clearance after 60 days. ASC/PKWR ensures the current clearance status of CETSP appears on all assignment orders.

2.2.2.2. (Added) Unit commanders desiring to verify clearance on CETSP may check visitor access lists (VAL) provided by the Contractor's home office.

2.2.2.3. (Added) When CETSP are required to perform temporary duty away from their home station, they inform the installation to be visited by message of the dates, length of the intended visit, and the name and security clearance of the individual.

2.2.3.2. This section also applies to AFRC units. HQ AFRC/LGQMT approves all overtime/TDY requests for CETSP unless otherwise designated in the TWS. All telephone requests are followed up in writing by unit and confirmed by memorandum or message from this headquarters.

2.2.3.3. AFRC units should use a Contractor Letter of Identification (LOI) for TDY of CETS personnel. Although not standardized, an example Contractor LOI memorandum may be found in the Joint Travel Regulation (JTR), Vol 2, Appendix E, Part I, Paragraph E.8.

**3.3. Major Activities and MAJCOMs will designate a single point ETS OPR in the appropriate Directorate (typically LG, SC or XO), or Field Operating Activity (FOA) to serve as the MAJCOM ETS OPR and direct the overall command of the ETS program.** HQ AFRC/LG delegates these responsibilities to HQ AFRC/LGQMT. Direct communication is authorized between NAF/LGM and CETSP at using activities. CETSP, when required at HQ AFRC, are assigned to LGM.

3.4.1. This section, to include subparagraphs, applies to AFRC units where applicable and unless otherwise indicated. Using activity (Unit) OPRs must be thoroughly familiar with AFI 21-110, the applicable TWS, and individual CETSP contract requirements concerning travel and lodging. They must ensure: 1) VOQ facilities are used whenever available/authorized, 2) CETSP are billeted in quarters with a private bath (if unavailable, contract quarters may be utilized), 3) government transportation is used to the maximum extent possible, and 4) temporary duty (TDY) expenditures are monitored.

3.4.1.1. In AFRC units, the Maintenance Group Commander designates a single office as the OPR for CETS matters. This responsibility may be placed in the office of the Maintenance Group Commander or designated to an appropriate office. Furnish the name, rank, unit/office symbol, and DSN number of personnel designated as using activity OPRs in writing to HQ AFRC/LGQMT and the appropriate NAF/LGM. The using activity OPR does not necessarily have to be the designated AFCO.

3.4.1.3. AFRC will follow this guidance for assigned CETSP.

3.4.1.10. The Air Force certifying officer (AFCO) is normally the Maintenance Group Commander at each using activity. The Maintenance Group Commander may appoint an alternate AFCO in writing to HQ AFRC/LGQMT. Only duly appointed primary/alternate AFCOs are authorized to sign the COS.

3.4.2. Training management at unit level ensures the training conducted by CETSP is properly scheduled in the monthly training schedule, and is documented accordingly.

3.5.2.5. AFRC units are not required to use this specific form; however, they must maintain copies of monthly activity reports. (See paragraph [3.9.](#))

3.5.2.6. (Added) Copies of TDY approvals.

3.5.2.5. (Added) Copy of CETS contract.

3.5.2.7. (Added) CETSP briefing checklist, AFRC Form 68.

**NOTE:** Maintain and dispose of records/files according to AFMAN 37-139, Records Disposition Schedule.

**3.9. (CAF only) AF Form 4027 Engineering Technical Services Monthly Activity Summary.** AFRC units submit monthly activity reports to HQ AFRC/LGQMT, with a copy to NAF/LGM. (See [Attachment 6 \(Added\)](#) and [Attachment 7 \(Added\)](#) for format.)

3.9.1. ASC/PKWRN is the ACO for all AFRC CETS contracts.

**4.6. Routine Contracting Procedures.** HQ AFRC/LGQMT submits all CETS requirements to ASC/PKWRN.

4.11.5. See paragraph [2.2.3.3.](#) for MAJCOM-specific form. Final approval for TDY of CETSP rests with HQ AFRC/LGQ, unless otherwise delegated in the TWS. Confirm all telephone requests and approvals by memorandum or message. NAF/LGM submits quarterly TDY estimates when applicable to HQ AFRC/LGQMT on CETSP 30 days in advance. TDY arrangements should not be finalized and travel of CETSP shall not occur until authorization has been received from HQ AFRC/LGQMT. At no time should

a fund cite from the CETS contract be cited on the LOI. Approved CETSP TDY travel may reference the contract number and note that the TDY travel will be charged against the contract.

4.11.5.1. Rental cars are authorized only when using activities have confirmed that other means of transportation are not available. If rental vehicles are authorized, any cost attributable to personal convenience travel will not be approved for reimbursement.

4.11.6.1. (Added) If available, the use of government base transportation is obtained from vehicle operations at the unit being visited when accompanying AFRC personnel on the same TDY mission.

4.11.6.2. (Added) TDY travel by CETSP in the CONUS is by military aircraft when accompanying AFRC personnel using the same mode of transportation. CETSP traveling individually may use commercial transportation when suitable government transportation is not available. CETSP may use personal vehicles for travel when advantageous to the government but not when accompanying AFRC personnel on the same TDY mission.

4.11.7. Following the TDY of CETSP, the using activity OPR sends a copy of the itemized contractor expense report that shows the actual TDY expenditures to HQ AFRC/LGQMT.

4.12.3. The AFRCO or alternate AFRCO at each using activity ensures each certificate of service is properly executed before submission. Each COS will reflect the applicable line item number. Send one copy of each certificate of service with original signature to HQ AFRC/LGQMT. The certifying signature must be original, clear, and distinct. Initials, stamped signatures, or unrecognizable signatures are not acceptable.

4.19. **Form Prescribed:** AFRC Form 68, **CETSP Briefing Checklist.**

**Attachment 6 (Added)****INSTRUCTIONS TO COMPLETE CETS ACTIVITY REPORT**

**A6.1. (Added)** Use the attached activity report as an example. You are not required to use this precise format, since content is what's important. A sample outline is provided and some of the blanks have been filled in with example data. Monthly activity reports for each tech rep will include as a minimum:

**A6.2. (Added)** Basic Report:

A6.2.1. (Added) Unit Name/Location

A6.2.2. (Added) Name of CETSP/Duty Phone (DSN)

A6.2.3. (Added) Reporting Month

A6.2.4. (Added) Date of Report

A6.2.5. (Added) Purchase Request (PR) Line Item

A6.2.6. (Added) Contractor Name

A6.2.7. (Added) Weapon system/Equipment

A6.2.8. (Added) Narration on Technical Services (Suggest you use a separate page.)

A6.2.8.1. (Added) Problem Areas

A6.2.8.2. (Added) Technical Assistance

A6.2.8.3. (Added) Training (OJT/Classroom)

**A6.3. (Added)** Metrics Portion:

A6.3.1. (Added) Number of Unit Personnel that received training (i.e. OJT, Classroom) from tech rep for the reporting month (by AFSC). Break down by Air Reserve Technicians/Reservists (ART/RES).

A6.3.2. (Added) Subjects trained on

A6.3.3. (Added) Type of Training (OJT, Classroom) and Location of Training

A6.3.4. (Added) Signature of CETSP/Date

**A6.4. (Added)** Responsible Supervisor:

A6.4.1. (Added) Number of Unit personnel needing to be trained to proficiency on the new weapon system by tech rep in FY\_\_ (by AFSC). Break down by ART/RES.

A6.4.2. (Added) Number of Unit personnel in each AFSC that have been trained to proficiency on the new weapon system by tech rep as of current reporting month (non-cumulative). Break down by ART/RES.

A6.4.3. (Added) Number of Unit Personnel remaining to be trained to proficiency on the new weapon system by tech rep in FY\_\_ (by AFSC). Break down by ART/RES.

A6.4.4. (Added) Signature of Applicable Work Station Superintendent/Date

**Attachment 7 (Added)****SAMPLE  
MONTHLY ACTIVITY REPORT  
FOR CONTRACTOR ENGINEERING AND**

1. UNIT/LOCATION: 111 Fighter Group, Cactus AFB AZ
2. NAME OF CETSP/DUTY PHONE: John A. Smith/DSN 896-1111
3. REPORTING MONTH: January 200\_
4. DATE OF REPORT: 1 Feb 200\_
5. PR LINE ITEM: 1-1A (Contract # F33600-0\_-C-0001)
6. CONTRACTOR: Desert Avionics Company
7. WEAPON SYSTEM/EQUIPMENT: F-16C/D Aircraft/Avionics Test Station

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**8. TECHNICAL SERVICES PROVIDED - NARRATIVE****PROBLEM AREAS**

- Assistance was required to troubleshoot a failed Line Replaceable Unit. The problem was traced to an intermittent connection of the channel B card.

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**TECHNICAL ASSISTANCE**

- Technical assistance was provided to train avionics personnel in the proper use of automated test equipment for troubleshooting, repair, CND screening, etc.

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**TRAINING**

- The automated test station experienced complete failure, which led to the ordering of a relay matrix. This provided an opportunity for OJT on the automated test station.

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METRICS

## TRAINING ACCOMPLISHED

9. AFSC	Students (ART/RES)	10. Subject	11. Type Training	Location
2A3X2	3/1	Change in T.O. Procedure	Classroom	Same
2A0X1B	4/2	Mod to LRU Air Conditioner	OJT	Flightline
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX

12. CETSP SIGNATURE: \_\_\_\_\_ DATE: 1 Feb 200\_

13. # Of Unit Personnel Needing to be Trained To Proficiency on New Wpn Sys or equip. by Tech Rep in FY 200_ (By AFSC) (ART/RES)		14. # Of Unit Personnel in Each AFSC Trained to Proficiency on New Wpn Sys or equip. by Tech Rep as of Current Report Month (Non-cumulative) (ART/RES)	15. # Of Unit Personnel Remaining to be Trained to Proficiency on New Wpn Sys or equip. by Tech Rep In FY 200_ (By AFSC) (ART/RES)
2A3X2	8/5	0/0	8/5
2A0X1B	7/3	1/0	6/3
XXXXX	X/X	X/X	X/X
XXXXX	X/X	X/X	X/X

16. SIGNATURE OF APPLICABLE

WORK STATION SUPERINTENDENT: \_\_\_\_\_ DATE: 2 Feb 200XJAMES E. SHERRARD III, Lt General, USAF  
Commander